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SUBJECT: (Optional)					usomul 17-
FROM:			EXTENSION	NO.	usb
Chief, Retirement Counseling & Place- ment Staff, 212 Magazine Building				DATE 9 October 1	25X1
TO: (Officer designation, room number, and outlding)		ATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each co to whom. Draw a line across	mment to show from who
¹ Director of Personnel 5E-56 Headquarters	9 (%	11968	48V	W	
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3.Deputy Director for Support 7D-26 Hqs.					
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Approved For Release 2006/05/12 : CIA-RDP84-00780R002400050004-9

Approved For Recent 2013/25/17 A A-RDP84-00780R002400050004-9

9 October 1968

MEMORANDUM FOR: Deputy Director for Support

THROUGH

: Director of Personnel

SUBJECT

: Retirement Counseling and Placement Staff Progress Highlights during

September 1968

- 1. The final draft of the booklet "CIA Retirement and Disability System Questions and Answers" has been turned over to the OP/Deputy for Plans and Control for initiation of formal coordination, approval and production.
- 2. Appropriate security clearances have been received on the outside speakers for the November Retirement Information Seminar. The Program for the seminar has been received from Printing Services Division and will be sent to each employee scheduled to retire in calendar years 1969 and 1970. The name listings of these employees are complete and personal letters of invitation to attend the seminar will be forwarded to them through their career services during the month of October. The Portfolios of retirement literature related to the seminar are being assembled and will be forwarded to each invitee for receipt approximately two weeks prior to the first day of the seminar on 18 November 1968.

3. Chief, RCPS began a TDY trip

in mid-September.

The offices involved were of the belief that their employees should be made as fully aware of the Agency's Retirement Program as possible. It was also planned that those who probably would not be coming to Headquarters and needed retirement counseling, be provided this opportunity to receive personal guidance and obtain answers to their questions on retirement matters.

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GROUP 1
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4. Statistical summary of RCPS action for the month of September:

Retirement Counseling Branch

Retiree Consultations:		
Full Counseling Interviews	66	
Counseling Discussions	148	
Retiree Dossiers Indexed		1 4-4-11
Meetings with Management	24	4 total)
Research and Information Requests	2 4 24	
Briefings and Ret. Info. Exchanges:	24	
Agency	20	
External	20	
Publications, Staff Papers & Corres.:	16	
Man-Days	4.2	
Mair Days	42	
External Employment Assistance Branch		
Retirees - New Cases	11	
Resume Assistance Only	7	
External Job Leads Provided	11	
Follow-up Consultations	33	
Resignees - New Cases	27	
Resume Assistance Only	15	
External Job Leads Provided	69 =	
Follow-up Consultations	48	
External Job Sources Developed	6	
Written Inquiries Concerning External	Ü	
Applications: Received and Answered	49	
Personnel Files Reviewed for Outside	π,	0.5371
Investigators on External Job Applications	20	25X1

Chief, Retirement Counseling & Placement Staff